

目 录

Contents

前言

Chapter 1 Social Occasions 日常交际

<i>Unit 1</i>	Introduction	介绍 / 2
<i>Unit 2</i>	Greetings	问候 / 7
<i>Unit 3</i>	Invitation	发出邀请 / 11
<i>Unit 4</i>	Apologies	表达歉意 / 16
<i>Unit 5</i>	Parting	分别 / 22
<i>Unit 6</i>	Requests	有事相求 / 28
<i>Unit 7</i>	Appointment	约会 / 34
<i>Unit 8</i>	Expressing Thanks	表达谢意 / 40

Chapter 2 Expressing Feelings 情感表达

<i>Unit 1</i>	Negative Emotions	消极情感 / 48
<i>Unit 2</i>	Sadness and Anger	悲伤和愤怒 / 55
<i>Unit 3</i>	Likes and Dislikes	喜欢与厌恶 / 60
<i>Unit 4</i>	Agreement and Disagreement	同意和反对 / 66
<i>Unit 5</i>	Delight and Excitement	高兴与激动 / 72
<i>Unit 6</i>	Consolation	安慰 / 78
<i>Unit 7</i>	Compliment and Complaint	称赞与抱怨 / 84
<i>Unit 8</i>	Warning	警告 / 90
<i>Unit 9</i>	Worry and Fear	担心与恐惧 / 95

Chapter 3 Social Etiquette 社交礼仪

<i>Unit 1</i>	Office Etiquette	办公礼仪 / 102
<i>Unit 2</i>	Table Manners	就餐礼仪 / 109
<i>Unit 3</i>	Wedding Amenities	婚嫁礼仪 / 115
<i>Unit 4</i>	Visiting Patients	探病礼仪 / 121
<i>Unit 5</i>	Commercial Etiquette	商务礼仪 / 128

Chapter 4 Telephone Communication 电话交际

Unit 1	Requiring Services	要求服务 / 142
Unit 2	Making a Confirmation	确认预订 / 147
Unit 3	Transferring Calls	电话转接 / 153
Unit 4	Calling for Help	电话求助 / 159
Unit 5	Appointment by Telephone	电话预约 / 165
Unit 6	Reserving by Telephone	电话预订 / 171
Unit 7	Bad Connections	电话故障 / 178

Chapter 5 Getting along with Others 人际交流

Unit 1	Falling in Love	谈情说爱 / 184
Unit 2	Talking about Marriage	谈婚姻 / 189
Unit 3	Friendship	朋友之情 / 195
Unit 4	Neighbourhood	邻里关系 / 201
Unit 5	Employers and Employees	上下沟通 / 207
Unit 6	Helping Each Other	相互帮助 / 213
Unit 7	Borrowing Things	借东西 / 219
Unit 8	Exchanging Learning	学习交流 / 224

Chapter 6 Office Situation 日常工作交际

Unit 1	Communicating at Work	工作交流 / 232
Unit 2	Exchanging Greetings	寒暄 / 237
Unit 3	Interviewing	面试交谈 / 243
Unit 4	Working Overtime	加班 / 250
Unit 5	Raising Pays and Promotion	升职加薪 / 256
Unit 6	Resigning and Firing	辞职与解雇 / 262
Unit 7	Asking for Leave	请假 / 268
Unit 8	Changing Jobs	换工作 / 274

Chapter 7 Entertaining & Socializing 社交娱乐

Unit 1	Watching Movies	观看电影 / 284
Unit 2	Enjoying the Music	音乐无限 / 290
Unit 3	Communicating on the Internet	网上交流 / 295

<i>Unit 4</i>	Reading Newspapers and Magazines	阅读报刊杂志 / 302
<i>Unit 5</i>	Talking about Sports	谈论体育 / 308
<i>Unit 6</i>	Talking about TV Programs	谈论电视节目 / 315
<i>Unit 7</i>	Shopping	逛街购物 / 321
<i>Unit 8</i>	Talking about Weather	谈论天气 / 327

Chapter 8 Communicative Situation 交际情景

<i>Unit 1</i>	Post Office	办理邮局事务 / 334
<i>Unit 2</i>	At the Tailor's	在裁缝店 / 340
<i>Unit 3</i>	Banking Business	办理银行业务 / 345
<i>Unit 4</i>	Medical Services	医疗卫生 / 352
<i>Unit 5</i>	In the Hotel	宾馆住宿 / 360
<i>Unit 6</i>	At the Library	在图书馆 / 366
<i>Unit 7</i>	Campus Clubs	参加社团 / 372
<i>Unit 8</i>	Class Discussion	课堂讨论 / 378